DEEMA OTHMAN

High School English Coordinator

PROFILE

Certified English Lead teacher with 7 years of experience in teaching who is looking for a curriculum coordinator/ teaching position. I am motivated to work with students and fully utilize my communication and teaching skills. Seeking for new challenges and opportunities in teaching English language which effectively utilizes my knowledge.

My strong dedication to the total development of students and a high degree of enthusiasm is fully utilized. Using my strong language skills and high commitment to perform high quality work in a dynamic working environment where knowledge keeps growing up by every single day.

CONTACT

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KEY SKILLS

- Bilingual –Arabic and English
- Microsoft Office
- Communication and Technical Writing Skills.
- An expert proctor of MAP, CAT4 and other standardized exams.
- Patient and Energetic Personality.
- Mentoring and Leadership Skills.
- Adaptability and Imaginative.

EDUCATION

British University in Dubai – Master of Education (Education Leadership, Management & Policy)
2017-2019

- The Role of Instructional and distributed Leadership in Shaping Students' Results

University of Jordan – Bachelor of English Language and Literature
September of 2010 – June of 2014

- A member of the Language Centre at the University of Jordan
- Worked as a teacher assistant for American students - teaching translation from English to Arabic and vice versa.
- Worked on a research paper on the difficulties of pronouncing English Vowels among Arab Learners.

WORK EXPERIENCE

American School of Creative Science – High School English Coordinator – Acting Head of English & Humanities
August of 2020 – Present

- Working as a Curriculum Coordinator for Grades 2-12
- Overseeing MAP Assessment procedures for high school students
- Collaborating with and assisting the principal and other HODs with educational program management, student evaluations, and daily administrative tasks
- Overseeing and organizing all yearly and weekly plans for English Teachers and ensuring that there is continuity and progression in the plans according to CCSS.
- Advising teachers on student issues, resolving classroom scheduling issues, and upholding academic program policies
- Working with the school secretary and administrative assistant on preparing school wide report cards
- Maintaining paper work and student portfolios and ensuring that English teachers do the same (grades/marks, attendance sheets etc.)
- Providing the school-wide assessment schedule -Preparing class schedules/timetables
- Liaising with textbook companies and workshop providers as directed by the principal
- Curriculum development for Middle and High School in English and Elective Courses
- Conducting regular professional development workshops with a focus on teacher improvement

American School of Creative Science – English Teacher and Literacy Coordinator
September of 2014 – 2020

- An active member of Accreditation Steering Committee of NEASC's "Standard B" & "Standard F" accreditation
- An Active member of American School of Creative Science Teacher's Committee.
- Developed manuals and policies for staff and faculty's to conduct in line with Local Authorities and Ministries of Education goals and criteria's.

- Developed English Reading skills electives for high school as part of Literacy Program
- The winner of Bukhatir Nujoom Awards under the Individual category "Most Innovative" 2018.
- Developed reading programs and involved school in Global Literacy competitions "Word Mania" By Literacy Planet.
- Certified Visible Learning Impact Coach and trainer.
- Reading in Content Area trainer.
- Certified Visible Learning trainer (TOT)
- Staff governor at the school governing board

American School of Creative Science – Lead Teacher
September of 2014 – Present

- Received "Extremely Exceeds Expectations" performance in most school teacher's evaluation and KPI's
- Designed a story writing competition "Authors to the Core" for Elementary Department, grades (1-5) across all school branches and chaired the judging panel
- Drama Club Lead Teacher. "Prepared full productions of popular plays with grade 6 students."
- The winner of Bukhatir Nujoom Awards under the Individuals category "The EQ Star" 2017.

Key Competencies

- Ability to innovate new ideas and integrate them into desired results
- Ability to co-ordinate several tasks simultaneously
- Ability to handle challenges, with a proven history of increased productivity in boosting student scores in high-stake exams such as MAP tests
- Ability to lead teams of teachers in high-demand situations to desired results
- Ability to communicate bilingually in Arabic and English languages with native proficiency.
- Ability to integrate modern technology into current learning environment
- Ability to plan, manage, and evaluate against relevant curriculum standards
- Ability to differentiate instruction in a mixed ability classroom
- Ability to coordinate and administer professional development programs for teachers
- Ability to map English Curriculum according to Common Core State Standards
- Ability to use both internal and external assessment data as a tool to inform the instruction process as well as school improvement process
- Ability to analyze student attainment and progress data to develop efficient programs for students from grades 2-12

References

- **Majd C. Hussain**, Principal, American School of Creative Science, 0508931633, principal@ascs.sch.ae
- **Dr. Christopher Hill**, Director Doctoral Training Centre, Assoc Professor, Faculty of Education, The British University in Dubai, Dubai International Academic City (DIAC) Christopher.hill@buid.ac.ae, +971 4 279 1448
- **Nooraaney Mohammed Sattar**, Vice Principal, American School of Creative Science, 0505825886, nooraaneym@ascs.sch.ae